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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of Administrator

October 23, 1951

STAFF MEMORANDUM NO. 9

Per Diem Rates in Office of Administrator

In fairness to employees who have not been able to meet traveling expenses on an \$8.00 per diem, and in order to avoid the extensive paper work which would be necessary to issue numerous individual trip amendments, it has been decided to make a general increase in the per diem rate for employees of the Office of Administrator effective October 22, 1951. You will receive an amendment to your individual letter of authorization effecting this change.

While we are anxious to be fair to all employees in this matter of per diem rates, it is equally important that the interests of the Government be protected and that the payment of excessively high per diem be avoided. If it is found that the \$9.00 rate permits a traveler more per diem than his actual average expenses require, steps will be taken to revise the rate downward. To that end it is requested that until further notice you keep a record of the expenses which you incur on official travel so that periodic checks may be made to determine the propriety of the per diem rate. Your cooperation in doing this is necessary to protect the mutual interests of the Department and the members of its staff.

/s/ B. T. Shaw
Acting Administrator



